

<b>KICKAPOO TRIBE IN KANSAS POSITION DESCRIPTION</b>
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**TITLE:** Dental Assistant

**POSITON:** Full Time (32 Hours)

**SUPERVISOR:** KNHC Director

**Position Description:**

Incumbent will assist the Dentist in all duties. Incumbent will document within our Electronic Dental Record (EDR) Dentrix. All other duties as assigned.

**Essential Responsibilities:**

- assisting the dentist during a variety of treatment procedures
- taking and developing dental radiographs (x-rays)
- asking about the patient's medical history and taking blood pressure and pulse
- serving as an infection control officer, developing infection control protocol and preparing and sterilizing instruments and equipment
- helping patients feel comfortable before, during and after dental treatment
- providing patients with instructions for oral care following surgery or other dental treatment procedures, such as the placement of a restoration (filling)
- teaching patients appropriate oral hygiene strategies to maintain oral health; (e.g., tooth brushing, flossing and nutritional counseling)
- taking impressions of patients' teeth for study casts (models of teeth)
- performing office management tasks that often require the use of a personal computer
- communicating with patients and suppliers (e.g., scheduling appointments, answering the telephone, billing and ordering supplies)
- helping to provide direct patient care in all dental specialties, including orthodontics, pediatric dentistry, periodontics and oral surger

**Qualifications:**

Incumbent must have a high school education or equivalent with a minimum of 1 year of dental assisting experience. Incumbent must also have knowledge of medical terminology, billing and ICD-10, CPT coding. Individual must have effective interpersonal and communication skills which includes proper phone etiquette. Must have the ability to manage and complete detailed work accurately and be able to type at least 40 WPM. The incumbent must be proficient with a computer, the Microsoft office suite as well as scanning documents.

Must be able to pass a background check.

**Privacy Policy:**

Employee must comply with all requirements and provisions HIPAA regulations.

**Drug-Free Workplace Policy:**

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

**Indian Preference:**

Preference in filing vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.